



Habitat for Humanity®

of Wake County

Serving Wake and Johnston Counties

About Habitat for Humanity of Wake County

Habitat for Humanity of Wake County (HFHW) changes lives by bringing together God's people and resources to help families in need build and own quality affordable homes in safe and supportive communities. Since 1985, HFHWC has partnered with homebuyers, donors, and volunteers to build more than 750 safe, affordable, energy-efficient homes in all parts of Wake and Johnston counties.

Position Overview

Under the Supervision of the Donations Operations Manager, the **Donations Ambassador** is responsible for the pick-up of merchandise from donors, safely packing the merchandise in the ReStore truck and trailer, returning to ReStore and unpacking merchandise.

The responsibilities of the **Donations Ambassador** include, but are not limited to:

- Ability to drive and operate a manual 26 ft. box truck safely
- Document correspondence with donors
- Perform excellent customer/donor service
- Load and pack materials to minimize damage
- Screen and examine each donation on site
- Coordinate donation receipts with Donation Procurement Manager
- Lead in proper loading and unloading of donated materials
- Act as a representative of Habitat for Humanity, a community leader

Minimum Education and Experience Requirements:

- No degree is required, but experience working in customer service and delivery is preferred;
- Excellent driving record and 3 years driving experience;
- Excellent communication skills with a strong passion for the organization's mission;
- Self-motivated with the ability to work independently and as part of a team and with great energy and persistence. Experience working with diverse constituencies;
- Proven organizational skills including the ability to manage multiple tasks and projects simultaneously and produce high quality results quickly and on time;
- Critical thinking, problem solving, accuracy and attention to detail;
- Regular attendance is required; and availability to work weekends and evenings.

Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, communities and hope.

Together, We Build.

www.HabitatWake.org



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Knowledge, Skills, and Abilities Required:

- Knowledge and experience in retail sales.
- Team building is a real plus.
- Ability to drive and operate a manual 26 ft. box truck safely;
- Must be a good listener and be able to engage in well-considered discussions
- Must have good anticipatory abilities and personally act on same as need arises

Application Process:

- If interested, please email a cover letter and resume chris.hauser@habitatwake.org and hr@habitatwake.org.

Habitat for Humanity of Wake County is a drug free workplace, participates in E-Verify, conducts pre-employment screenings, and is an Equal Opportunity Employer.